

# Aquatic Facility Director



**Job Code:** 3450  
**Grade:** 132  
**Reports to:** Recreation Program Director  
**Salary Range:** \$59,583 - \$92,531  
**FLSA Status:** Exempt

---

## **GENERAL STATEMENT OF DUTIES**

Performs difficult professional work supervising the City's revenue producing facilities and programs and overseeing the operation of the City's aquatic and related facilities; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for ensuring safe, quality programs and facilities are made accessible to the general public; and has considerable responsibility in recommending and overseeing the upkeep, upgrade, construction, and/or renovation of facilities, as needed. Employee works with a high degree of independence and initiative, however, confers with the Department Head on unusual matters of concern. Supervision is exercised over subordinate program personnel.

## **ESSENTIAL FUNCTIONS**

Planning, organizing, overseeing, and supervising aquatic and other revenue producing programs, staff, and operations; advising the director on aquatic matters; preparing and maintaining appropriate records and files.

## **EXAMPLES OF WORK**

- Develops waterpark programming, provides for necessary equipment, supplies, and staff.
- Develops, implements, and supervises other revenue generation programs and services.
- Observes the operation of the City pool and waterpark facilities, monitors the performance of lifeguards and water safety instructors, tests water quality, and ensures observance of safety regulations.
- Directs concessions operations, negotiates with vendors.
- Develops and establishes fee schedules for all programs and activities based on economic conditions and competing facilities.
- Plans, develops and implements training programs and handbooks.
- Develops and publicizes programs and services.
- Develops services, curriculum, and training courses for patrons.
- Schedules facilities for various ongoing programs and classes.
- Responds to citizen complaints or inquiries regarding aquatic operations or programs.
- Hires, trains, and evaluates program personnel.
- Promotes programs in the media, prepares press releases and flyers.
- Supervises and participates in pool opening and closing maintenance routines.
- Prepares program budget and monitors expenditures.
- Coordinates registration for aquatic programs.
- Reviews and prepares records and reports on aquatic operations and program activities.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the philosophies, principles, and practices of fund management; thorough knowledge of aquatics programming and the physical operation of plant equipment of swimming pool; thorough knowledge of first aid and life saving methods and safety precautions used in aquatic recreational work; ability to efficiently schedule and coordinate use of facilities; ability to establish and maintain effective working relationships with associates and with the activity participants; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to plan and supervise the work of subordinates.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Physical Education, Leisure Services, Public Administration, or related field. Five (5) years of progressively responsible experience in leisure or parks and recreation services or in related aquatics work, the majority of which shall be in a highly responsible managerial/supervisory capacity; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires climbing, stooping, reaching, standing, walking, pushing, pulling, lifting, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.
- Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens. Hepatitis B vaccinations will be offered.

**SPECIAL REQUIREMENTS**

- Possession of CPR Certification.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Revised 12/14/2009

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.